

LIBRARY GUIDE

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INTRODUCTION

The primary commitment of the Eleventh Circuit libraries is to support the research activities of the court. This guide attempts to acquaint the user with the libraries' resources and services and the procedures which will facilitate their access and use. The staff, in the Atlanta and branch libraries, will be pleased to answer any questions and help you use the libraries effectively.

HOURS

The Circuit library is staffed 8:00-4:30, Monday through Friday. Court personnel have access to the library after hours and on weekends.

GENERAL INFORMATION

- Food, beverages and smoking are prohibited in the library.
- The library has no paging system. Messages for court personnel will be taken and delivered as soon as possible.
- Court personnel may use the library photocopy machine, located inside the technician's office area.
- A public copy machine is located outside the technician's office. This is for the use of outside attorneys. The cost is 25 cents a copy.
- For the convenience of others, please reshelve all material used.
- A computer and printer are available in the library for law clerks to access Westlaw and Lexis-Nexis.
- Titles held in all 11th Circuit libraries can be seen on Unicorn, the library on-line catalog, which is available to all court personnel.

CIRCUIT LIBRARY COLLECTION

State Materials include state statutes and codes for Alabama, Florida and Georgia, treatises pertaining to state laws, regional reporters and state reporters.

Federal Materials include the US Code, USCA and USCS, Supreme Court Reporter, Federal Supplement, Federal Supplement 2d, Federal Reporter 2d and 3rd, Federal Register, CFR, and Congressional Record, among other items.

Treatise Collection: The library has a comprehensive classified treatise collection. Included are looseleaf services which are updated regularly, subject reporters, standard treatises, government publications and other works related to the Circuit and to the work of the courts.

Law Reviews: The Circuit Library subscribes to over 150 law reviews. Check the online catalog for titles. Index to Legal Periodicals and Current Law Index are located on an index table in the center of the library. Back issues of law reviews are available for the majority of the publications. Copies of law review articles may be obtained by calling or e-mailing the Circuit Library. If a title is needed that is not in the library, every effort will be made to obtain it.

Periodicals: In addition to law reviews, the library maintains a collection of other periodicals such as US News and World Report, Atlanta Magazine, ABA publications and computer periodicals.

Newspapers: The library subscribes to the Atlanta Constitution, Fulton County Daily Report, Wall Street Journal, and the New York Times, among others. These newspapers are retained for varying periods of time. The library also receives the National Law Journal, Legal Times, and Bar news from throughout the Circuit.

Slip Opinions from the US Supreme Court and all the Circuit Courts of Appeals are collected and retained. All opinions are arranged by circuit in date order.

Government Documents: The U.S. Court of Appeals Library is a selective Federal Depository Library. The materials received through the depository include such things as Administrative Decisions of Federal Agencies, U.S. Treaties, Presidential Documents, etc.

Microfiche: The Circuit Library maintains an extensive microfiche collection which is listed alphabetically and by cabinet number in a guide to the microfiche. This guide is located on top of one of the metal cabinets in which the fiche is stored. Some materials include: CFR, Federal Register, Legislative Histories, etc.

A reader/printer is located in the microfiche area. Please ask library staff for assistance in obtaining the fiche. Please do not refile the fiche.

Noncirculating Material: Due to high demand, looseleaf materials and Martindale Hubbell cannot be removed from the library.

SERVICES

Circulation: Judges, law clerks, staff attorneys and other court personnel may borrow material from the library. All items must be checked out at the circulation counter before they are removed from the library. Items are loaned for one month. Reminders are sent out monthly; please call the library if the material is needed for a longer period of time.

Reference: Assistance with reference questions and legislative histories is available to court personnel, either in person or by telephone. Materials from other libraries and agencies are available on loan to this library. Sometimes several days are necessary to receive these borrowed items. Please allow as much time for research as possible. Reference service is not available to outside attorneys. Please identify yourself if you are court personnel.

Interlibrary loan: If the U.S. Court of Appeals libraries do not own an item that is needed for research, the material may be borrowed from another library through interlibrary loan (ILL). Books and other materials can be borrowed from court libraries, local libraries and libraries in other parts of the country. In order to insure that your request arrives as quickly as possible, please provide as much bibliographic information as possible. This includes title, author, and publication date. Law review requests should also include volume and issue numbers.

Law Review Contents Pages: Each week a file of new law review table of contents pages is distributed using CC:Mail. Articles or issues may be requested by CC:Mail or by returning a paper copy of the contents page indicating the selected article and identifying your office. Requests should be related to the work of the court.

WESTLAW/LEXIS-NEXIS: A law clerk needing Westlaw, Lexis-Nexis or Internet assistance should contact the CALR administrator or a branch librarian. Each law clerk should have Westlaw and Lexis-Nexis passwords for chamber access. All requests for passwords should be directed to the CALR administrator or the branch librarian.

CIRCUIT LIBRARY STAFF
(404)-335-6500

Elaine Fenton, Circuit Librarian
Sara Straub, Deputy Circuit Librarian
Judy Newsom, Acquisitions Librarian
Mike Dunnahoo, Research Specialist/CALR Adm.
Sue Burkhart, Cataloging Librarian
Claudia Butler, Financial Assistant
Pat Alexander, Administrative Assistant
Bridgett Norris, Library Technician
Michele Smith-Patch, Library Technician

BRANCH LIBRARIES & STAFF

Mary Wilson, Librarian
Phyllis Starr, Library Aide
Library, U.S. District Court
2356 United States Courthouse
75 Spring Street, S.W.
Atlanta, Georgia 30303-3309
(404) 215-1320; Fax (404) 215-1321

Virginia Hare, Librarian
Katie Young, Library Technician
Library of the U.S. Courts
Room 818, U.S. Courthouse
1729 5th Avenue, North
Birmingham, Alabama 35203
(205) 278-1960; Fax (205) 278-1963

Evelyn Smykla, Librarian
U.S. Courts Library
Room 502, U.S. Courthouse
113 St. Joseph Street
Mobile, Alabama 36602
(251) 694-3895; Fax (251) 694-4537

Erin Kellen, Librarian (part-time)
Library of the U.S. Courts
1 Church Street, Room C-528
Montgomery, Alabama 36102
(334) 954-3915; Fax (334) 954-3919

Kevin J. Hourihan, Librarian
Evelyn Stout, Library Technician
Library of the U.S. Courts
300 N. Hogan Street, Suite 13-350
Jacksonville, Florida 32202
(904) 301-6650; Fax (904) 301-6655

Linda Datko, Librarian
Denise Sanders, Library Technician
Federal Courts Library
936 Federal Justice Building
Miami, Florida 33132
(305) 523-5950; Fax (305) 523-5959

Jerry Nagle, Librarian
Library of the U.S. Courts
Sam M. Gibbons U.S. Courthouse
801 North Florida Avenue
Tampa, Florida 33602-3800
(813) 301-5320; Fax (813) 301-5329